



EMPLOYEE STATEMENT OF EMPLOYER PROVIDED VEHICLE USE

(Daily Commuting and Cents Per Mile Methods)

State Form 49632 (R / 1-01)

Prescribed by State Board of Accounts-2001

Your agency has developed a policy on the use of state vehicles. This policy was developed under the guidelines established by the Internal Revenue Service. Please contact the payroll clerk or designated person in your agency for a copy of the policy and instructions to be used in the preparation of this form.

SECTION 1

EMPLOYEE NAME _____ AGENCY NUMBER _____

SOCIAL SECURITY NUMBER _____ PAY PERIOD ENDED _____

SECTION 2

Agency policy is "Commuting-use-only" then the following computation is to be used:

$$\frac{\text{Number of one-way commutes}}{\text{Number of one-way commutes}} \times \$1.50 = \frac{\text{Value of benefit in current pay period}}{\text{Value of benefit in current pay period}}$$

NOTE: The certificate must be signed at the bottom of this form.

SECTION 3

If agency policy is "Allowable-personal-use", then two methods of computing the taxable income exist, "cents-per-mile" and "annual lease-value". Below is the "cents-per-mile" computation since it is the most common. The "annual lease value computation" is on a separate form.

(A) _____ x \$0.345 = \$ _____
Personal mileage driven

Adjustment if fuel is personally purchased:

(B) _____ x \$0.055 = \$ _____

(C) Value of benefit in current pay period (A-B) = \$ _____

NOTE: You cannot use the vehicle cents-per-mile rule for a vehicle first made available to an employee for personal use (including commuting) in 2000 if the fair market value is more than \$15,400.

NOTE: The certificate must be signed at the bottom of this form.

CERTIFICATE

I certify the above information is true and correct to the best of my knowledge. The necessary logs and documentation are being kept and will be available for inspection by my agency, Auditor of State/designee and the Internal Revenue Service.

Signatures: Employee _____ Date: _____

Agency Director _____ Date: _____

NOTE: Above rates and amounts subject to change by IRS.